

Joint Committee on Corrections

Information for Legislative Institutional Visits

Facility Name: Potosi Correctional Center			
Custody Level	C-5	Warden	Troy Steele
Total Acreage	128.77	Address	11593 State Highway 0 Mineral Point, MO 63660
Acreage w/in Perimeter	35		
Square Footage	314,663	Telephone:	573-438-6000
Year Opened	1989	Fax:	573-438-6006
Operational Capacity/Count (as of January 15, 2012)	903/899		
General Population Beds (capacity and count as of January 15, 2012)	584/584	Deputy Warden	Fred Johnson Deputy Warden Offender Management
Segregation Beds (capacity and count as of January 15, 2012)	146/132	Deputy Warden	Ian Wallace Deputy Warden Operations
Treatment Beds (capacity and count as of January 15, 2012)	46/46	Asst. Warden	Jamie Crump
Work Cadre Beds (capacity and count as of January 15, 2012)	90/90	Asst. Warden	N/A
Diagnostic Beds (capacity and count as of January 15, 2012)	N/A	Major	Greg Dunn
Protective Custody Beds (capacity and count as of January 15, 2012)	46/46		

1. Capital Improvement Needs:

- a. How would you rate the overall condition of the physical plant of the institution? **The overall condition of the physical plant is considered fair.**
- b. What capital improvement projects do you foresee at this facility over the next six years? **Four of six Capital Improvement Projects remain that were submitted to the Construction Unit on June 25, 2004. The following are the projects submitted in order of site priority.**
 - 1) **Replace electronic door control system.**
 - 2) **Renovate showers and restrooms and replace 4 each HVAC units at Minimum Security Unit.**
 - 3) **Seal outer walls and upgrade exhaust systems in the Housing Units to stop excessive moisture and humidity.**
 - 3) **Install 2" asphalt overlay on existing roads and parking lots. (Perimeter Road completed)**
- c. How critical do you believe those projects are to the long-term sustainability of this facility? **All of the above listed projects are important to either the security or operation of this**

facility. #1 – Door controls are critical to safety and security. The current system is outdated and not supported. At this time we are able to maintain this system by repairing electronic cards. #2 – Toilet and shower facilities are not adequate for the number of offenders housed in Housing Unit 7. Some items were upgraded during the recent ESCO water conservation project. #3 – There is a considerable amount of humidity created in the housing units during the heating season. The system was originally designed for one offender per cell but was increased to two offenders in the 1990s. #4 – Perimeter road has been repaved. The parking lot is in poor condition and deteriorates more each year. We are currently patching major potholes as needed.

2. Staffing:

- a. Do you have any critical staff shortages? **No.**
- b. What is your average vacancy rate for all staff and for custody staff only? **Average yearly vacancy rates are: Non custody 16%; Custody 13%.**
- c. Does staff accrual or usage of comp-time by staff effect your management of the institution? **Due to budget issues, the Department has implemented a comp-time control system to reduce, eliminate or keep comp-time to a minimum. We have to constantly monitor comp-time and avoid overtime if possible. For example, we adjust people's work schedules for training if needed to avoid comp-time accrual. This means that occasionally there might be some programs we are not able to run due to shortage of staff as we cannot allow others to work overtime to cover those programs as in the past.**
- d. What is the process for assigning overtime to staff? **First the shift commander asks for volunteers to work overtime. If there are no volunteers, then they use a list with staff (in reverse seniority order) and mandate the next person to work overtime. If selected, the person is marked off the list and not made to work overtime again until the entire list has been used. (The Shift Commanders say that the list is rarely ever utilized ever since COI's and COII's were permitted to payout their comp-time.)**
- e. Approximately what percentage of the comp-time accrued at this institution does staff utilize as time off and what percentage is paid-off? **As time off- approximately 50%; as paid off approximately 50%. This generally only applies to custody staff since non-custody avoid comp-time accruals altogether (see below). Also, only custody COI's and COII's are currently allowed to payout comp-time due to budget/funding issues.**
- f. Is staff able to utilize accrued comp-time when they choose? **Custody: For the most part, yes. Comp-time requests are accommodated as long as there is enough staff coverage available for the shift/date requested. Non-Custody staff: No, work schedules are adjusted utilizing alternative work schedules to flex any overtime hours earned in the same work week to eliminate the accrual of comp-time.**

3. Education Services:

- a. How many (and %) of inmate students at this institution are currently enrolled in school? **The Education Department was removed from PCC in June 2005. We do, however, have a class sponsored by two VIC's for offenders to earn their GED. The VIC's come in to supervise the program. We currently have 19 (.67%) offenders enrolled out of a population of 896 in PCC proper.**
- b. How many (and %) of inmate students earn their GED each year in this institution? **Five to six offenders each year: 2008: 6 offenders: 2009 6 offenders: 2010: 5 offenders: 2011: 5 offenders.**
- c. What are some of the problems faced by offenders who enroll in education programs? **Classes take place during the offender's recreation time. Some offenders/students don't**

have anyone to ask when they have trouble with homework because those who are teaching them are volunteers and not at the institution on a full-time basis.

4. Substance Abuse Services:

- a. What substance abuse treatment or education programs does this institution have? We offer N/A and A/A on a volunteer basis or as part of a program plan.**
- b. How many beds are allocated to those programs? No beds are allocated for drug treatment offenders.**
- c. How many offenders do those programs serve each year? 40 to 80 (Depends on participation).**
- d. What percent of offenders successfully complete those programs? Approximately 85% complete the program.**
- e. What, in your opinion, is the biggest challenge to running a treatment program in a prison setting? Lack of qualified staff and volunteers to teach these programs.**

5. Vocational Programs:

- a. What types of vocational education programs are offered at this institution? The only vocational programs offered are by Missouri Vocational Enterprises (MVE), and they are on the job training hours.**
- b. How many offenders (and %) participate in these programs each year? We currently have 30 offenders participating in on the job training.**
- c. Do the programs lead to the award of a certificate? While offenders work they accumulate OJT hours. Once they have accumulated 2,000 OJT hours they receive a certificate.**
- d. Do you offer any training related to computer skills? MVE does not offer any training related to computer skills. However, computer training offered by VIC's and offender tutors is utilized in the MVE for lay-out, programming and operation of a precision plasma-arc metal cutting machine.**

6. Missouri Vocational Enterprises:

- a. What products are manufactured at this institution? MVE Tube Bending Factory manufactures various farm products, hunting products, which include deer stands, cattle panels/gates as well as miscellaneous steel fabricated products such as barbecue grills, chair frames and special projects on request, i.e., pull carts, ramps, bird feeders and plant hangers.**
- b. How many (and %) of offenders work for MVE at this site? There are currently 30 offenders working at this site which is 3.01%.**
- c. Who are the customers for those products? State agencies, non-profit organizations and individual state employees all purchase products from MVE Tube Bending Factory.**
- d. What skills are the offenders gaining to help them when released back to the community? Offenders working at MVE Tube Bending Factory acquire various steel fabrication skills such as welding, steel tube bending, cutting, small machine set-up and operation and inspection. Offenders in clerical positions become proficient in accounting, planning and expediting of goods and services. Finally, all offender employees are required to take courses in computer literacy and workplace essentials (resume building, personal conduct in the workplace, time management, etc.)**

7. Medical Health Services:

- a. Is the facility accredited by the National Commission on Correctional Health Care? The medical unit at PCC has been NCCHC accredited since February 1996. We received re-accreditation in 2011. The next survey should take place in the Spring of 2014.**

- b. How many offenders are seen in chronic care clinics? **Currently there are 596 offenders enrolled in chronic care clinics. During FY'11 the physician had a total of 1,558 chronic care encounters. The number of chronic care enrollees continues to increase annually, with the Cardiovascular chronic care clinic accounting for 37% of all chronic care encounters.**
- c. What are some examples of common medical conditions seen in the medical unit? **The medical unit handles a wide variety of illnesses, both acute and chronic. The most common acute illnesses include chest pain, lacerations, and orthopedic issues. The most common chronic illnesses are high blood pressure, Hepatitis C, and diabetes.**
- d. What are you doing to provide health education to offenders? **Education relating to the offender's current complaint is provided during all medical encounters. Additionally, an offender health fair is held annually. The closed circuit television channel is utilized to provide offenders with health information.**
- e. Have you had any cases of active Tuberculosis in this facility in the past year? If so, how did you respond? **There have been no active cases of tuberculosis at Potosi Correctional Center.**
- f. Is the aging of the population effecting health care in prisons as it is effecting health care every where else? If yes, please explain. **The prison population is an aging population. Most correctional centers are not designed with the elderly offender in mind. While a certain number of handicapped cells are available statewide, there aren't enough to accommodate the handicapped and the elderly. Many infirmary beds statewide are filled with elderly patients who cannot function in the general population. The need for these skilled nursing beds has drastically reduced the number of beds available for acutely ill patients. Housing of the elderly offender is not the only concern. These offenders have a variety of personal and healthcare needs that are very difficult to meet in this environment. Chronological age is an important consideration in this environment; however, knowing that most offenders' "physical age" is 10-15 years older than their chronological age, greatly increases the number of people who fall into this aging population. As the population continues to age, the need for a skilled nursing center/long term care center within a correctional center becomes more evident. The recent opening of Extended Care Units in the state has provided some relief to this population; however, there is a greater need than these units can meet at this time.**

8. Mental Health Services:

- a. How do offenders go about obtaining mental health treatment services? **Medical Services Request; Referral from medical physician; referral from Qualified Mental Health Professional (QMHP); or if classified as a need by Diagnostic Reception Center when entering Department of Corrections.**
- b. How many successful suicides (and %) occurred here in the past year and what is being done to prevent suicides? **There were no suicides at PCC this year. We have installed cameras in cells in Housing Unit 2 and continue to conduct suicide intervention classes for correctional staff.**
- c. Approximately how many (and %) of the offenders in this institution are taking psychotropic medications? **218 offenders (24%) are taking psychotropic medications at this time.**
- d. How many offenders in this facility are chronically or seriously mentally ill and what is being done for them? **As mentioned above, we currently have 218 offenders who are being prescribed psychotropic medications. Currently, we have 238 in the chronic care case load which reflects 20 who are being monitored after medications have been discontinued or who are in our Special Needs Unit (SNU) that do not take any medications. Of those that are not in SNU, they will be monitored for a period of time**

and discharged from chronic care clinic if they remain stable. Of the 218 we currently have 11 who are on involuntary medication status which is reviewed every six months. All offenders are seen by the Qualified Mental Health Professional (QMHP) every 30 days. MH-4's are seen by the psychiatrist every 30 days, and MH-3's are seen by the psychiatrist every 90 days. Those on involuntary medications are seen by the psychiatrist every 2 weeks and those in SNU are seen by the psychiatrist every 30 days.

9. What is your greatest challenge in managing this institution? **Staffing: Over the last several years with the cuts across the board we are down to essential staffing. With sickness, vacations and other issues we have fallen below these allocations which results in instituting critical staffing patterns for safety and security. Funding cuts in operational/maintenance budgets were detrimental not only in maintaining the physical structure of the institution but also with the vehicle fleet.**
10. What is your greatest asset to assist you in managing this institution? **Staff. We have dedicated staff that even with the cuts are willing to go up and above their job expectations to ensure tasks are completed.**
11. What is the condition of the facilities' vehicle fleet? (mileage, old vehicles etc?) **Poor, a large percentage of our vehicles have very high mileage and several have operational issues. Below is a listing of the twenty-one vehicles in the fleet which provides the current mileage and condition of the vehicles.**

LICENSE #	ASSIGNMENT	MILEAGE	STATUS
13-0400	POOL/1999 Crown Victoria	131,524	Fair
13-0405	POOL/2000 Chevy Impala	130,405	Fair
13-0408	DUMP TRUCK/1988	20,742	Poor
13-0409	POOL/2001 Crown Victoria	115,410	Pending Repair
13-0412	SECURE CAR/1997 Crown Victoria	133,945	Pending Repair
13-0415	VEHICLE PATROL/1997 Crown Victoria	129,027	Pending Repair
13-0417	PICKUP/1989 Dodge	85,170	Poor
13-0051	POOL/2002 Crown Victoria	114,352	Pending Repair
13-0514	VEHICLE PATROL/2000 Crown Victoria	165,667	Deadlined
13-0882	JEEP /1992 BAD WEATHER	107,063	Fair
13-0231	VAN-MULTI PURPOSE/1999 Ford	126,140	Fair
32-0278	MINI VAN POOL/2008 Chevy Uplander	31,544	Fair
13-0284	CTU SECURE CAR/2006 Crown Victoria	134,260	Pending Repair
13-0411	CTU HANDICAP VAN	21,428	Fair
13-0723	CTU SECURE CAR/2007 Crown Victoria	76,000	Fair
13-0780	CTU SECURE CAR/2004 Crown Victoria	135,585	Fair
13-0786	CTU SECURE CAR/2007 Crown Victoria	72,647	Fair
13-0796	CTU SECURE CAR/2006 Crown Victoria	105,697	Pending Repair
13-0810	CTU SECURE MAXI VAN/2005 FORD	28,041	Fair
32-0281	MAIL VAN/2008 Chevy Uplander	156,412	Fair
13-0898	BOX TRUCK- MVE/FORD	73,650	Pending Repair

12. Assess the morale of your custody staff; high, medium, or low and please provide detailed explanation. **At the present time I would assess that morale of all staff is low. There have been many changes over the past years which affected Potosi Correctional Center. These changes have been difficult for many staff due to their economic impact. Corrections employees are in**

the same position as other state employees. Over the past few years there have been no wage increases while health insurance and “cost of living” continues to climb. In effect, people are working for less each year, and they perceive a future that’s in jeopardy. Additionally, our employees are being asked to do more work with less staff and with equipment which is beginning to deteriorate with us not having the ability to replace.

13. Caseworkers:

- A. How many caseworkers are assigned to this institution? **10 Case Manager II’s, 1 Case Manager III and 2 Corrections Classification Assistants.**
- B. Do you currently have any caseworker vacancies? **There are no current vacancies.**
- C. Do the caseworkers accumulate comp-time? **Case Managers are required to utilize flex time to avoid compensatory time.**
- D. Do the caseworkers at this institution work alternative schedules? **The Case Manager flexes their work schedules to meet the needs of their respective housing unit.**
- E. How do inmates gain access to meet with caseworkers? **Offenders in General Population access the caseworker through daily office hours. Administrative Segregation offenders access the caseworker during daily rounds by the Case Management staff.**
Average caseload size per caseworker? **85**
 - # of disciplinary hearings per month? **140**
 - # of IRR’s and grievances per month? **108**
 - # of transfers written per month? **15**
 - # of re-classification analysis (RCA’s) per month? **100**
- F. Are there any services that you believe caseworkers should be providing, but are not providing? **All services sanctioned by the Department of Corrections are being offered by PCC Case Managers.**
- G. If so, what are the barriers that prevent caseworkers from delivering these services? **N/A**
- H. What type of inmate programs/classes are the caseworkers at this institution involved in? **ICVC; Anger Management; Pathways to Change, Long Distance Dads, Transitional Training, and ES/LS.**
- I. What other duties are assigned to caseworkers at this institution? **Programs Coordinator, Grievance Officer, Puppies for Parole, Offender Photo and I.D. updates and assisting custody staff as needed.**

14. Institutional Probation and Parole officers:

- A. How many parole officers are assigned to this institution? **One full time Parole Officer and one half-time Parole Officer.**
- B. Do you currently have any staff shortages? **No.**
- C. Do the parole officers accumulate comp-time? **At times of increased workload they may accumulate comp-time, but only under unique circumstances, certainly not on a regular basis.**
- D. Do the parole officers at this institution flex their time, work alternative schedules? **Yes, when it is necessary to provide better service to the offenders.**
- E. How do inmates gain access to meet with parole officers? **The parole officers are made available in the housing units and the offender can make a request using standard written form that is placed in the offender’s daily mail.**
- F. Average caseload size per parole officer?
 - # of pre-parole hearing reports per month? **Fifteen**
 - # of community placement reports per month? **Ten**

- # of investigation requests per month? **Ten**

G. Are there any services that you believe parole officers should be providing, but are not providing? **Not at this time.**

H. If so, what are the barriers that prevent officers from delivering these services? **N/A**

I. What type of inmate programs/classes are the parole officers at this institution involved in?

Pre-release classes and Pathways to Change programming.

15. Please list any other issues you wish to discuss or bring to the attention of the members of the Joint Committee on Corrections. **VEHICLE FLEET: The condition of the vehicle fleet is reaching the critical point. The vehicles have high mileage and we are spending more in maintenance and repairs than some of the vehicles are worth. SALARY & BENEFITS: Raising insurance costs and no cost of living raises to subsidize have caused an additional hardship on staff and led to reduced morale. We continue to lose personnel to the city, other state and federal agencies as the pay structure for employees is substandard. LOCKING SYSTEM: The locking system and other internal security devices have deteriorated over the past 23 years and are becoming antiquated and the funding has not been made available to replace and/or update.**

16. Does your institution have saturation housing? If so, how many beds? **Effective January 1, 2010 forty-one (41) offenders were added as saturation to our operating capacity increasing it to 903.**

17. **Radio/Battery Needs:**

- What is the number of radios in working condition? **At the present time PCC has for use, 280 hand-held radios, and that number is adequate. However, of those 280, 101 of them are Motorola HT-1000 model. Although they do function, they desperately need to be replaced. These radios will not be functional AT ALL within new federally required "narrow band" applications.**
- Do you have an adequate supply of batteries with a good life expectancy? **At the present time, we are awaiting replacement of all radio equipment. Although we are in need of batteries and conditioners, we've been trying to maintain a balance between keeping radio equipment working and avoiding spending money on equipment that will be rendered obsolete when replacement actually occurs.**
- Are the conditioners/rechargers in good working order? **We have battery conditioners on hand, some of which are broken. We are able to recondition batteries, but it has become very staff intensive due to the number of working conditioners.**